

# CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION

6<sup>th</sup> Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi – 110 001

## Pre-Qualification Documents

**Subject:** Proforma for submission of details for selection of Civil Works Agencies for construction of 402 Dwelling Units at Plot no 3, Sector-79, SAS Nagar, Mohali in CGEWHO's SAS Nagar Project

CGEWHO invites eligible civil works agencies to indicate their Expression of Interest and for construction of 402 Dwelling Units at Plot no 3, Sector-79, SAS Nagar, Mohali in CGEWHO's SAS Nagar Project. The details of tender are as under:

- i) The agency should meet the minimum Pre-qualifying (PQ) Criteria as mentioned in the advertisement. The detailed PQ Document can be downloaded from website i.e [www.cgewho.in](http://www.cgewho.in)
- ii) Applicants should give details in the order specified. If required additional details may be annexed with reference to the issues, proper referencing should be done.
- iii) A non-refundable amount of Rs 10000/-+GST @ 18% by way of Demand Draft in Favour of CEO , CGEWHO payable at New Delhi towards the cost of EOI Document.
- iv) No joint venture or consortium of agencies shall be allowed and the agency should meet the minimum prequalification criteria by himself.
- v) The intending agency should apply on the prescribed format as per the PQ document along with documentary evidence for the following:
  - a) Certificate of Incorporation in India.
  - b) Articles/ Memorandum of Association/ Partnership Deed etc.
  - c) Certificate of Registration from Registrar of Co.
  - d) EPF/ESI/ Registration No. along with copy of challan for the month of-----.
  - e) PAN No.
  - f) Manpower details
  - g) Plant & Machinery holding
  - h) Details of pending litigation etc., if any.
  - i) Name and address of Bankers etc.
  - j) Audited Balance Sheet for the last five years.
  - k) GST no.
  - l) Certificate of Investments
  - m) Latest bankers Certificate for minimum Rs 111.56 Crore Or Net Worth Certificate from CA having UDIN of minimum value of Rs 27.89 Crore..
  - n) Bio data of sub agency regularly employed
  - o) Scanned copy of DD deposited towards fee of EOI Documents

**Structure of Organisation**

- a. Name of the Firm :
- b. Year it was incorporation :
- c. Address
  - i) Head Office :
  - ii) Branch Office/s :
- d. Telephone (s) (Office)
  - i) Head Office :
  - ii) Branch Office :
  - iii) E Mail ID :
- e. Contact person(s)
  - i) Head Office :
  - ii) Branch Office :
- f. Status of firm
  - i) Limited/ Private Limited :
  - ii) Partnership :
  - iii) Proprietary :
- g. Class, year and details of enlistment with CPWD, MES or any other Central/ State body
- h. Professional membership like Membership of Builders Association etc.
- i. Area of Specialization (Development, housing, commercial, industrial etc.)
- j. Experience of firm in
  - i) Civil Works
  - ii) Sanitary (Internal & External)
  - iii) Internal electrical works
  - iv) External Development
- k. Method of execution of works (Departmental/ sub-contract

In the following questions please include projects undertaken by the firm only – (not by the individual partner/ employees/ Group Construction). Articles of agreement/ work orders for **at least 3 in-hand and 3 recently** completed housing projects to be attached.

Details of similar works completed ( last seven years)

S. No	Project Title	Configuration (No of Stories)	Total Plinth Area (Sq Mt)	Details of Accommodation			Project Value (Cr Rs)	Enhanced project Value up to previous day of last day of submission	Date		Clients address, Tel No. & e-mail address
				Type	Area	No. of Units			Started	Completed	

Note- The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of interest 7% per annum ( without compounding ) calculated from the date of completion to previous day of last date of submission of tender.

**Details of Similar works in hand( Last seven years)**

S.No	Project Title	Configuration (No of Stories)	Details of Accommodation			Project Value (Cr Rs)	Date of start of Construction	Stipulated date of Completion	VWD Till Date	Remaining time of Completion	Clients address, Tel /Mobile No. & e-mail address
			Type	Area	No. of Units						

**ADMINISTRATIVE INFORMATION**

1. Information about your full-time permanent staff in regular appointment for the last three years (Do not include any part-time or contract staff).

No.	Description	Total No.
1.	Graduate/ Post Graduate/ Other Professionals a) Designation	
2.	Civil Engineers (Graduate/ Post Graduate) a) Designation	
3.	Diploma Civil Engineers	
4.	Electrical/ Mechanical Engineers	
5.	Administrative Office Staff	
6.	Others (Please specify) a. b. c.	
Total Manpower		

(Please include the resume of your key staff)

2. Any arbitration/ Litigation in any of the projects till date if yes provide complete details thereof.

**DETAILS OF PLANTS & MACHINERIES AVAILABLE WITH THE FIRM**

- i) List of tools, plants and other construction machinery available with the firm.
- ii) Details of workshop/ fabrication/ manufacturing facility available.

**PERFORMANCE REPORT**

1.	Name of Work/ Project & Location				
2	Name of Client				
3	Agreement Amount				
4	Estimated Cost				
4.	Tendered amount				
5	Completed cost of work				
6	Date of start				
7	Date of Completion				
(i)	Stipulated date of completion				
(ii)	Actual date of completion/ likely date of completion				
8	Amount of compensation levied for delayed completion, if any				
8.	Performance Report				
a)	Quality of Work	Very Good	Good	Fair	Poor
b)	Resourcefulness	Very Good	Good	Fair	Poor
c)	Financial Soundness	Very Good	Good	Fair	Poor
d)	Technical Proficiency	Very Good	Good	Fair	Poor
e)	General Behavior	Very Good	Good	Fair	Poor

- 1) The performance report preferably be submitted in the above pro forma. In case, different pro forma is used, the applicant shall ensure that the report/ certificate shall contain the above information.
- 2) This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.

**FINANCIAL INFORMATION**

1. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last five years duly certified by the Chartered Accountant (certified copies to be attached).

		2018-19	2019-20	2020-21	2021-22	2022-23	Average Annual Turnover
		A	B	C	D	E	(A+B+C+D+E)/5
(i)	Gross Annual turnover						
(ii)	Profit/ Loss						
(iii)	Net Worth (Paid up capital + reserves) (As on 31.03.2017)	-	-	-	-	-	-
(iv)	Latest Bank Solvency	-	-	-	-	-	-

2. Financial arrangements for carrying out the works (Own arrangements & Fund based & Non-Fund based sanctioned limits).
3. The following certificates are to be enclosed:
- Name and address of bankers, auditors etc.
  - Audited balance sheet & Profit & Loss Account along with Audit Report with annexures for the last 5 Years
  - Net Worth Certificate/ banker's Certificate
4. The value of Annual Turnover shall be brought to current level by enhancing the actual Turnover at simple rate of interest 7% per annum (without compounding). Year in which no turnover is known would also be considered for working out the average.

**Signature of Chartered Accountant**

**Seal & Signature of Applicant**

**With Seal**



**BIDDING CAPACITY**

The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding capacity} = \{[AxNx1.5]-B\}$$

Where,

A = Maximum turnover in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum.

N = Number of years prescribed for completion of work for which bids has been invited (Three years).

B = Value of existing commitments and on-going works to be completed during the period of completion of work for which bids have been invited.

**Bidding capacity of the Agency**

**Rs -----**

LETTER OF TRANSMITTAL  
(ON THE LETTER HEAD OF COMPANY)

From:

To:

CGEWHO  
6<sup>th</sup> Floor, "A" Wing  
Janpath Bhawan, Janpath  
New Delhi-110001

Sub: Pre-qualification of construction agency for EOI no ----- dated -----

Sir,

Having examined the details given in Notice for pre-qualification and pre-qualification Application documents for the above work, we hereby submit our qualification and relevant documents.

- i) We hereby certify that all the statements made and information supplied in the enclosed Forms 'A' to 'F' and accompanying statements are true and correct.
- ii) We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- iii) We have submitted the requisite Banker's Certificate/ performance reports and authorize the CGEWHO or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
- iv) We hereby confirm that we have read and understood all the stipulations given in this pre-qualification shall be final and binding on us.
- v) We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) as specified for having successfully completed the following works:

	<b>NAME OF WORK</b>	<b>CERTIFICATE FROM</b>
1.		
2.		
3.		

Enclosures:

Date of Submission

(Seal of Company)

(Signature of Applicant)

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(Pre-qualification of construction agency)

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## DECLARATION

(To be submitted on non-judicial stamp paper of Rs.10/- duly certified by Notary Public)

Affidavit of Sh \_\_\_\_\_ s/o \_\_\_\_\_ r/o \_\_\_\_\_  
\_\_\_\_\_. I, the Deponent with above name do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/ Authorized Signatory of M/s \_\_\_\_\_ having its head office/ Regd Office at \_\_\_\_\_.
2. I/we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexure.
3. I/ we agree that the decision of committee in selection will be final and binding to me/ us.
4. I/ we have read the instructions appended to the proforma and I/ we understand that if any false information is detected at a later date the committee is at liberty to act in a manner it feels deemed fit.
5. I \_\_\_\_\_ the Proprietor/ Authorized Signatory of M/s \_\_\_\_\_ do hereby confirm that the contents of the above affidavit along with the information furnished with respect to EOI document no are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023

DEPONENT